



Overview

Welcome to **Microsoft Project 2016** course. Project is one of the most popular scheduling and project management programs on the market. This version of Project will look and feel familiar to you if you've used **Project 2013** or even **Project 2010**. However, there are some new features to look forward to, such as multiple timelines, improved resource scheduling, and the natural-language help feature called Tell Me.

By the end of this course, users should be comfortable with creating a basic project with tasks, resources, a customized calendar, and customized views as well as managing the Project environment, working within task structures, generating views, and creating reports. This course is intended to help all novice computer users get up to speed quickly. We will cover the basics of project management and how to set up a simple project, including how to configure the project calendar, tasks, resources, as well as Microsoft Project's more advanced features, including task management, timelines, earned value calculation, custom reports, and custom views.



Duration

2 Days (08:30 – 16:00)



Pre-requisites

This course assumes the user understands the basics of using a Windows-based computer. Students should be comfortable using the keyboard, mouse, and Start menu. Understanding and experience with printing and using a web browser is an asset, but not required. No previous experience with other versions of Microsoft Project is necessary.



Course Outline

PART 1:

Module 1: Starting a Project

- TOPIC A: Project Management 101
- TOPIC B: Navigate and Customize the Project 2016 Interface
- TOPIC C: Add Tasks to a Project
- TOPIC D: Add Resources to a Project
- TOPIC E: Save a Project

Module 2: Working with Project Calendars

- TOPIC A: Manage Project Time Frames
- TOPIC B: Changing Working Time

Module 3: Working with Project Tasks

- TOPIC A: Manage Project Tasks
- TOPIC B: Add Summary Tasks and Milestones

Module 4: Working with Project Resources

- TOPIC A: Manage Project Resources
- TOPIC B: Allocate and Level Work Resources

Module 5: Delivering a Project Plan

- TOPIC A: Print Project Views
- TOPIC B: Share Projects
- TOPIC C: Export Projects

PART 2:

Module 1: Managing the Project Environment

- TOPIC A: Link Projects
- TOPIC B: Create and Use Resource Pools
- TOPIC C: Baseline a Project
- TOPIC D: Work with Custom Fields
- TOPIC E: Change Project Options
- TOPIC F: Extend Project with Apps

Module 2: Managing Task Structures

- TOPIC A: Change a Task List
- TOPIC B: Create a Network Diagram
- TOPIC C: Manage Critical Path
- TOPIC D: Use Lag and Lead
- TOPIC E: Update Project Work
- TOPIC F: Analyze Earned Value

Module 3: Generating Project Views

- TOPIC A: Use View Commands
- TOPIC B: Use Existing Views
- TOPIC C: Create Custom Views
- TOPIC D: Format and Share the Timeline View

Module 4: Producing Project Reports

- TOPIC A: Use Existing Reports
- TOPIC B: Create Custom Reports
- TOPIC C: Export Visual Reports